

The American Center Baldwin Library: Frequently Asked Questions

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Q: How do I obtain a library card?

A: Anyone living in Myanmar who has graduated from high school, is eligible to apply for a library member card. Apply in person at the library on Wednesday or Saturday. Bring your identity card, educational identification, two photographs; annual processing fees 5000 kyat and identification of your current address.

Q: How do I find a book at the Baldwin library?

A: You can search for the book in Destiny Library Manager Cataloging software. Patrons can search by author, title, keyword, or subject. The results screen will tell you the location, call number, and whether or not the book is checked out.

Q: How do I find online articles?

A: If you want to find articles on a particular topic, take a look at the research guides created by Librarians. ProQuest online database has links to online full text from 2000 magazines and journals.

Q: How Do I Replace a Lost or Stolen Library Card?

A: You have to report your card as lost or stolen, either by phone (223140/223106/Extension 332/333), in person at Baldwin Library.

Please be aware that when you register for your Baldwin Library card, you accept responsibility for all items borrowed on the card until your card is reported lost. The cost of replacing a lost or stolen library card is 5000 kyat.

Q: How Do I do when your membership card is expired?

A: You have to renew your membership with one photo and 5000 kyat within a year after your membership expiry date.

When Library cards expire, the library would like to know that patrons will move, change phone, etc. and they need current contact information. You have to renew them each year, go to the library and renew it.

To renew your card, call & ask the staff what you need to do and verify your address & telephone.

Q: How do I renew library material?

A: You may renew certain items for another one week. You may stop by the Library to renew your item. If there's an item in your hand that's overdue, you cannot renew it. Renewals are subject to the library's regulations on loan periods.

Q: How do I reserve an item?

A: Baldwin Library cardholders may reserve two books at a time in the collection. You may ask a librarian to place the hold for you.

Q: How do I get on the Internet at the Library?

A: The Library offers access to the Internet through local ISP. Library cardholders may get on the Internet without charge.

Q: How do I request a new book to be purchased?

A: Patrons may request that items be considered for addition to the Library's collection. Please put your request in the suggestion box.